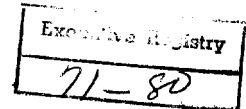


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5 January 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 December 1970

1. The workload in December 1970 was 59,559 items, 14% increase over December 1969. For the six months of FY 1971 we are running 4% less than the same period in Fiscal Year 1970.

25X1A

2. As of 31 December 1970 our assigned strength remains one person short of our authorized strength of [REDACTED] 25X1A

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3. At the request of [REDACTED] our CIA Liaison Officer with the DIA School, on 10 December I discussed with [REDACTED] of the school, the problems of dissemination management. She is preparing a course for DIA. I arranged for her to meet with [REDACTED] C/RC/IG/FI, since dissemination among agencies and the establishment and fulfillment of requirements was more what she needed.

25X1A

4. On 15 December, [REDACTED] of OSP briefed [REDACTED], and myself, on the dissemination practices of OSP. Following their briefing, [REDACTED] conducted them on a tour of the Cable Secretariat.

25X1A 25X1A
25X1A

5. On 22 December I spent some time with [REDACTED] of NPIC re the preparation of analyst training material and the training of analysts. They appear to have need for such information and what we were able to show him seemed helpful.

25X1A

[REDACTED]
Cable Secretary

HS/HCP

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